

# Knowledge and working methods to support ageing with equality, participation and dignity 2023

## Instructions for the Prisma application form Programme grant

### General information

The applications will be assessed by a review panel consisting of international researchers and Swedish representatives of the public with knowledge of Swedish conditions.

Since applications are reviewed by international experts, your application should be written in English. If the application is submitted in Swedish, the quality of the assessment may be compromised. Forte is not responsible for the quality of any translations.

Please observe that spaces are included in all character limitations. If you intend to copy text into the application form, we recommend making sure that the number of characters, such as the character count in Microsoft Word, matches the number of characters in the form in Prisma. Underlying formatting can occur which causes the number of characters to be inconsistent with the character count in Microsoft Word. If it does not match, you must either try to clear all formatting by copying paragraphs into Notepad or similar, or type directly in Prisma.

It is not possible to add images in the text fields, these are instead added in the field Image uploader (under Project description). Include a visible reference inside the images so that you may reference them in the text.

### Restrictions

The same person can submit one application as main applicant. You can choose to be the main applicant for either an application for programme grant or project grant.

### Prisma

All applications are submitted through the [Prisma application and review system](#). For most of the required steps, user manuals are available. We urge you to consult these when writing your application.

- [Prisma user manual](#)
- [FAQ Prisma](#)
- [Prisma support](#)

## Before you apply

Before writing your application, make sure the following conditions are met:

- You have created a personal account in Prisma
- All participating researchers have created personal accounts in Prisma
- Each participating researcher has stored personal data, CV and publications on their accounts
- Your administrating organisation has an organisational account in Prisma and has been approved as an administrating organisation at Forte. [Read more about Forte's criteria for administrating organisations »](#)
- That you meet the requirements and conditions for applying as described in the text "Information about the call" on the [web page for the call](#).

## Basic information

### Project title and abstract

*Project title in Swedish (max 200 characters)*

*Project title in English (max 200 characters)*

The title should be formulated so that the project's purpose is evident and so that laymen may understand. The project title is often used on its own and should therefore be formulated with care.

*Abstract in Swedish (max 3 000 characters)*

*Abstract in English (max 3 000 characters)*

The abstract should provide an informative description of the programme as a whole. It should be able to stand on its own, which is why you should make no references to other parts of the application. It is also important that laymen can understand the abstract. The abstract should be structured with the following subheadings:

- **Research problem and specific questions:** Describe the general research problem and specific questions of the programme, including potential sub-questions. Briefly describe how the research problem and specific questions corresponds to existing knowledge and research.
- **Data and method:** Describe the data sets and methods that will be used/applied within the programme and state in what way they are best suited for answering the problem statement.
- **Relevance and utilisation:** Briefly describe the societal challenges that the programme address and how the programme results could contribute to ameliorating or solving these challenges.
- **Plan for programme realisation:** Briefly describe how the programme will be conducted and motivate the various cost categories stated in the programme budget in a summary form.

**Time plan**

Programme grants are awarded for six years.

**Subject classifications***Focus areas*

Choose which of the call's focus areas that are relevant for your application. You can choose more than one area.

*Keywords*

Provide 1-5 keywords for your programme.

*Forte's main and subareas*

Choose a suitable main subject area and a subarea for your application. Forte reserves the right to reclassify your application.

*Alternative subarea*

You have the option of choosing an alternative subarea for your application. This subarea can have another main subject area. Forte reserves the right to reclassify your application.

*Forte's areas of coordination*

Forte is national coordinator for research in five research areas. Choose one of the areas if they apply to your application. If none are applicable for your programme, choose the option "no coordination area". Forte reserves the right to reclassify your application.

*SCB codes*

In order to facilitate future analysis of research funded by all Swedish research funding agencies, all applications are classified according to Statistics Sweden's standard. Select research topic in three levels.

*Sustainable development goals*

Classify your application according to the United Nations' Sustainable Development Goals. You can choose a maximum of three goals. [Read more about the Sustainable Development Goals »](#)

**Programme description and relevance****Programme description**

*Purpose, research questions, theories, background and the originality of the programme (max 25 000 characters)*

Provide a description of the programme's purpose, specific research questions and background. Write a brief literature review and describe the programme's originality and added value in relation to previous research in the area. Describe also the theoretical

starting points for the programme. If the programme is based on a previously completed or still ongoing project, describe how the programme relate to each other and summarise the results of the previous research. The research referred to does not need to be funded by Forte.

*Previous Forte grant ref. number*

If Forte has funded all or parts of your research described above, please state the reference number.

*Study design, methods for data collection and analysis (max 25 000 characters)*

Describe the study design, which data will be used, how the data collection will be undertaken and the principles and methods for data processing and analysis.

*Work plan (max 20 000 characters)*

Describe clearly what is going to be done and how the work will be organised. The work plan should contain information about the staffing of the programme, including details of the persons' project tasks. Describe also whether there is a plan for competence transference within the programme. Cooperation with other researchers outside of the project group is described here. The work plan should be detailed enough that reviewers can assess the feasibility of the programme.

*Image uploader (max 4 MB/image)*

Here you can upload images that illustrate parts of your programme description. Include a visible reference in the image so that you can refer to it in the text. Allowed file extensions: JPG, PNG and GIF format.

## **Relevance and utilisation**

*Relevance in relation to societal needs, Forte's areas of responsibility and the focus area of the call (max 5 000 characters)*

Comment on the relevance of the programme to identified societal needs, Forte's areas of responsibility and the focus area of the call.

*Engagement with stakeholders (max 5 000 characters)*

Describe the programme's collaboration with representatives for relevant organisations, authorities, users or other actors. This concerns cooperation with actors outside the scientific community. Specifically, describe which actors you will engage, in which phases of the research process and in what forms. Motivate the relevance of interaction and describe expected effects. Also describe any previous experience of cooperation and/or co-creation with relevant actors.

*Utilisation and communication of research results (max 5 000 characters)*

- **Utilisation:** Outline the plans for utilisation of the project's research results. Discuss possible target groups and describe the actors to be involved, the methods to be used

in the work and expected effects. This may regard policy, practice or working methods, etc. Describe how the activities are intended to contribute to the implementation of knowledge and research results.

- **Communication:** Describe how information about the project and its results are to be disseminated within and outside the scientific community.

## **Additional project information**

### **Interdisciplinarity and multidisciplinary**

*Interdisciplinary and/or multidisciplinary approach (max 3 000 characters)*

Describe the disciplines involved in the programme and how the programme is inter- or multidisciplinary.

### **Sex and gender perspectives in the content of the research**

*Is a sex or gender perspective applicable for your programme?*

State yes or no.

*Explain your answer (max 3 000 characters)*

If yes, explain your answer, and describe also how you take sex and gender perspectives into account in the programme description. If you say yes, but still choose not to include it in your programme description, you will need to explain this here. If no, explain your answer. Please note that we are not asking for information on the research group's composition in terms of sex.

### **Ethics**

*Ethical considerations (max 3 000 characters)*

Comment if the programme lacks ethical problems, needs certain ethical considerations, will be submitted to the Swedish Ethical Review Authority or has received ethical approval. Comment on why the programme needs or does not need ethical review. [Read more about the Ethical Review Authority \(in Swedish\) »](#)

### **References**

*References for the application (max 9 000 characters)*

State references used in the application. List publications intended to support your research competence under the page Publications.

## **International collaborations (optional)**

### *Collaboration countries*

If relevant, select countries that you collaborate with in the proposed programme. [Read more about Forte's principles on international collaborations »](#)

## **Certificates (optional)**

### *Letters of intent from collaboration partners*

Here you can upload documents (e.g. letters of intent) that support the parts of your programme description relating to collaboration. Please note that only one document can be uploaded and that it must be in a PDF-format. If you want to submit several, you must combine them into a single document.

## **Budget**

Programme grants are awarded for six years. Give an account of how you plan to use the funds that you are applying for.

Total budget must not exceed SEK 24 million (including indirect costs). Costs that fall outside of the project time span are not eligible and should not be entered into the form.

## **Activity level and cost categories**

### *Activity level*

Enter work effort/estimated work effort as a percentage of full time per year for all personnel in the programme. The work effort should also be specified for persons that will not be salaried through the programme. If additional personnel will be recruited at a later stage and therefore cannot be named in the application, it is possible to enter "to be recruited" in the name field.

### *Salaries including social fees*

Enter salary costs/estimated salary costs including social fees for all personnel who will be salaried through the programme. Salary costs should also be specified for not yet employed personnel.

### *Running costs*

Specify what is applied for concerning running costs and motivate the costs in the text field "Explanation of total budget". The costs estimation should be as accurate as possible.

It is not allowed to include publication costs for open access publication of research articles in the application. Forte instead refers to the existing publishing agreements that enable free and open publishing.

Costs that are not included in the indirect costs (OH), such as premises as well as equipment and material needed specifically for the programme, must be specified and motivated in the text field "Explanation of total budget". If the equipment is to be used

outside of the programme, only costs that correspond to the use during the programme life span may be applied for. If the equipment is regarded an investment, you can only apply for depreciation costs. You cannot include costs for the purchase of personal computers or other normal office equipment in the application as these are expected to be covered by the indirect costs.

Create and name entries in the table so that it is clear what the grant will be used for.

Government institutions calculate their costs excluding VAT. For programmes at non-governmental institutions, Forte will only reimburse VAT that constitutes a real cost for the programme.

#### *Total budget*

Everything entered in the tables “Salaries including social fees” and “Running costs” is automatically summarised in the table “Total budget”.

In this table, you fill in the indirect costs (OH). Report indirect costs as a separate item specifying amount per year. The model used for calculating the indirect costs should be the one used at your department.

#### *Explanation of total budget (max 5 000 characters)*

Write a short specification and explanation of salary costs and other costs within the programme.

### **Other funding**

#### *Other funding for this programme*

If you have applied for or received funding for this programme from Forte or another research funder, provide information about it here. Report the name of the financier, the applicant/project leader, type of grant, the status of the funding application, ref.no. or equivalent and granted/applied amount per year.

### **Publications uploaded in PDF-format (optional)**

#### **PDF uploader for publications in PDF-format (optional)**

If you have trouble uploading your publication data from your personal account in Prisma into the application, you may use the document “Template for publication list in PDF format” on the [web page for the call](#). The document must be uploaded in a PDF format under this heading by the main applicant or participating administrator. Only one PDF document is to be uploaded per application. If several applicants wish to list their publications in PDF format, these must be merged into a single document. Applications are limited to ten publications per main applicant and five per participating researcher.

### **Administrating organisation**

In order for you to apply, your Swedish higher education institution (HEI) or research organisation must have been approved by Forte as an administrating organisation and

created an organisational account in Prisma. The approved administrating organisations are listed as choices in Prisma. From there, you can select your HEI as administrating organisation and project site for your application. If your HEI/research organisation is missing as a choice in Prisma, please contact the organisation. When the call closes, your application will automatically be sent to your administrating organisation. The administrating organisation must then sign the application in Prisma within 7 days.

## **Review panels**

Select the review panel that is available.

## **Participating researchers**

Invite participating researchers here. Participating researchers must have obtained a doctoral degree. All participating researchers must open personal accounts in Prisma and add their CV and the publications they want to use in the application. They also have to agree to their participation in the project before the call closes. If an invited researcher has not responded to the invitation in Prisma, the application cannot be submitted. Encourage your colleagues to open an account in Prisma well ahead of the call closing.

## **CV**

All CV and publication details for applicants and participating researchers are stored on the respective researcher's personal account. Under this heading, import CV-data from the personal account. The following limitations apply:

### **Educational history**

- 1 doctoral degree (mandatory)
- 2 research educations
- 2 basic educations

### **Professional history**

- 3 employments
- 3 post-doctoral assignments
- 3 research exchange assignments
- 3 interruptions in research

### **Merits and awards**

- 3 associate professorships
- 10 supervised persons (5 for participating researchers)
- 5 research grants awarded in competition (3 for participating researchers)
- 3 awards and distinctions
- 3 other merits

### **Intellectual property**

- 3 intellectual properties



**Publications**

Under this heading, each researcher imports publications from their personal account. The purpose of these publications is to support the research competence of the project leader and participating researchers. Applications are limited to ten publications per main applicant and five per participating researcher.

*If publications are imported from the personal account in Prisma, the PDF uploader under the heading “Publications uploaded in PDF-format (optional) should not be used.*

**Check and register**

Check and register your application here. The application cannot be submitted before all compulsory fields are filled in and no limitations are exceeded.

**Contact information**

If you have any questions about the call or how to fill in the application form, please contact [aldreutlysning@forte.se](mailto:aldreutlysning@forte.se)